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## THE COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous county in the United States with over 10 million residents, and within its boundaries are 88 incorporated cities. The County is governed by a five-member Board of Supervisors who is elected on a non-partisan basis and serve four-year terms. As the governing body, the Board serves as both the executive and legislative authority for the largest and most complex county government in the United States.

The County has an annual budget in excess of \$28 billion, and 36 major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

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## TREASURER AND TAX COLLECTOR

The Treasurer and Tax Collector bills, collects, invests, borrows, safeguards, and disburses monies and properties on behalf of the County, government agencies and entities, and private individuals as specified by law. The Department provides enforcement, consulting, estate administration, and public information services.

The Treasury management program administers and manages the County Treasury; provides for the collection, custody, borrowing, investments, and disbursement of County funds, including general, trust, school, and special district funds; provides cash management services to 13 cities/agencies, 120 school districts; and administers 273 bank accounts for County departments, school districts, and special districts.

The Tax collections program bills and collects approximately three million accounts annually for current and delinquent real property taxes and personal (unsecured) property taxes.

The Public Administrator program annually investigates approximately 2,500 estates for decedents who resided or had property in the County where no executor, legatee, or heir is appointed to administer the estate; and administers the estates and provides trust accounting and property management services for approximately 6,000 Public Guardian conservatees.

The current departmental budget exceeds \$80 million, and includes funding for 529 positions.

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## THE POSITION

This unclassified position is a member of the Department's executive management team, which includes five Assistant Treasurer and Tax Collectors, the Departmental Chief Information Officer and the Administrative Deputy. This Assistant Treasurer and Tax Collector reports directly to the Chief Deputy Treasurer and Tax Collector and assists in the overall management of the Department, with particular responsibility for directing, through subordinate division-level managers, the Public Administrator Operations. The incumbent must exercise knowledge of Public Administrator policies and a general understanding of the California Probate Code.

### KEY RESPONSIBILITIES:

The incumbent has executive level management responsibility over this Branch. The incumbent also establishes and maintains effective working relationships with executive level managers and their staff in other County departments,

Superior Court, and governmental agencies, as well as interacts with members of the public.

The Public Administrator Branch has 90 budgeted positions (out of total department budget of 529 positions) and the responsibilities include:

- Directs sworn Deputy Public Administrators in the conduct of heirship investigations and administration of decedent estates coming under the jurisdiction of the Public Administrator.
- Directs the management of real property owned by the estates under administration or by persons under public conservatorship or guardianship.
- Directs the safeguarding and liquidation of estate assets, which includes management-level oversight of the Public Administrator warehouse operations as well as the real and personal property auction processes.
- Interacts with management from the Public Guardian, County Counsel, and Superior Court to resolve issues, and to ensure timely and effective administration, property management and legal services to conservatee and decedent estates.
- Consults and makes recommendations on legislative matters related to public administration.
- Oversees services provided to the Department of Mental Health/Public Guardian for conservatorship estates and trusts in the areas of personal property management, real property management, estate accounting and check mailing services.

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## QUALIFYING EXPERIENCE & EDUCATION

A Bachelor's degree or higher from an accredited college or university in Public Administration, Business Administration, Economics, Finance, Accounting or related field, and five (5) years of

progressively responsible management experience in a governmental or public sector agency managing a complex operation or assisting in the management of a major organizational unit.

**LICENSE:** A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

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## DESIRABLE QUALIFICATIONS

- Demonstrated ability to perform management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of departmental policy;
- Demonstrated success in managing key administrative, public administrator or related municipal governmental operations;
- Demonstrated ability to work effectively with public and private officials, attorneys, vendors, and private citizens;
- Demonstrated ability to establish relationships with upper-level management in other departments or agencies to coordinate services and resolve operational issues;
- Excellent verbal and written communication skills.

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## SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position.

- Only the most qualified candidates, as determined by the screening process, will be invited to participate in the interview process.
- Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.

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### COMPENSATION/BENEFITS

**COMPENSATION:** This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-14 (\$125,718 - \$190,284 annually). The successful candidate may be appointed to any salary within the range, depending on qualifications.

**BENEFITS:** The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs as detailed below:

**RETIREMENT PLAN:** The successful candidate may choose either a contributory or non-contributory defined benefit plan.

**CAFETERIA BENEFIT PLAN:** The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: Not

applicable to County employees who are currently in the Flex Plan.

**NON-ELECTIVE DAYS:** 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.

**FLEXIBLE SPENDING ACCOUNTS:** Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending account. The county contributes \$75 per month to the Dependent Care Spending Account.

**SAVINGS PLAN 401(k) AND DEFERRED COMPENSATION PLAN (457):** Optional tax-deferred income plans that may include a County matching contribution up to 4% of employee's compensation to each plan.

**HOLIDAYS:** 11 paid days per year.

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### TO BE CONSIDERED

Highly qualified candidates are invited to submit statement of interest; a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position; Supplemental Questionnaire; and current salary information. Submission should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, field(s) of study and degree(s) earned. Please enclose verification of relevant degree(s), license(s) and certificate(s) together with the resume.
- Information required to determine if the candidate meets the Qualifying Experience & Education requirements and any applicable sections of the Desirable Qualifications section of this recruitment announcement.

- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
- Supplemental Questionnaire.

**SUBMISSIONS MUST BE RECEIVED BY 5:00 P.M., 05/27/16**

Electronic submittals are strongly preferred and should be submitted to [ttchr@tcc.lacounty.gov](mailto:ttchr@tcc.lacounty.gov). Please indicate the position title of Assistant Treasurer and Tax Collector, Public Administrator in the subject line of your e-mail.

*For questions please contact:*

DANIEL KIM  
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Fax: (213) 217-4931

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

To access the County of Los Angeles Employment Information, please click [here](#).

**VOLUNTARY STATE AND FEDERAL INFORMATION**  
Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

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**THE COUNTY OF LOS ANGELES IS AN  
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

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Posted: 05/06/16

County of Los Angeles

**THE DEPARTMENT OF  
TREASURER AND TAX COLLECTOR**

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Invites Resumes For

**Assistant Treasurer and Tax Collector,**

**Public Administrator**

**(Unclassified)**

**Annual Salary: \$125,718 - \$190,284**

**(Range 14)**

**Filing Period:**

**05/09/16 – 05/27/16**

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